



**UNIVERSITY OF
CALGARY**

**UNIVERSITY OF CALGARY
FLEET OPERATIONS**

DRIVER'S HANDBOOK

Vehicle & Mobile Equipment Operators Guide

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Fleet administration: 403.220.4379 or 403.973.3573

Fleet maintenance: 403.220.5601

Facilities Service Desk: 403.220.7555

Campus Security (for after-hours emergencies): 403.220.5333

Forward

- The University of Calgary is committed to the safety and well-being of the public, its students and employees.
- In this regard, with respect to the operation of university vehicles, the University of Calgary will make all reasonable efforts to ensure that drivers of its vehicles are trained and qualified to operate its vehicles in a safe and professional manner.
- The University will abide by the regulations outlined in the National Safety Code for Motor Carriers.
- The University will:
 - Allow only qualified drivers to drive its' vehicles and mobile equipment, whether owned, leased, or rented.
 - Provide training to maintain the level of competence of its employees if required.
 - Monitor the driving records of its drivers.
 - Recommend remedial action as necessary and appropriate.
- As an employee of the University of Calgary, it is your duty and responsibility to protect the interest of the public and the institution by operating University vehicles and equipment in a safe and professional manner.

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- As a driver/operator, you have a responsibility to ensure that you are fit to drive and that your equipment is in safe operating condition.
- A safe driving program is based on the fundamentals of "Defensive Driving."
- Defensive drivers realize that other drivers can and will make driving errors, and they are prepared to avoid these accident-producing situations.
- They are also prepared for changes in road conditions, weather and traffic, and thereby keep the vehicle under constant control.

What you need to know

- Attitude is all important. The ability to drive safely depends largely on the attitude of the individual.
- "Attitude" refers to the desire of employees to drive safely. The desire to drive safely can have far reaching results in terms of reducing accidents, and an act of courtesy, like driver's attitude, is contagious.
- It is generally recognized that driving a motor vehicle requires more than just physical skill and dexterity in steering and braking. Safe driving also requires alertness, thought, courtesy, consideration and a sense of responsibility. A good attitude is of utmost importance and is indicative of a mature, responsible safe driver.
- In order to ensure the safe operation of University of Calgary owned, leased and rented vehicles, the Fleet Operations Department plans to install vehicle

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telematics equipment. This equipment will record the following information:

- Date, time, and length of trip.
- Idle time.
- Fuel economy.
- Engine trouble codes.
- Hard acceleration and hard braking events.
- GPS location for vehicles.

Within the Law

- The University expects you always to operate your vehicle in conformance with the laws of the province and all local ordinances.
- No job is so important that you need to drive recklessly, violate stop signs, break speed laws, beat the light, make illegal turns or operate in any manner that is considered unlawful and unsafe.
- Distracted driving - Use of any mobile devices while operating University of Calgary owned or rented vehicles or mobile equipment is absolutely prohibited. Operators must first find a safe place to park the unit they are driving before using their mobile devices. Further information can be found by clicking on: www.transportation.alberta.ca/distracteddriving.htm

Parking

- Operators are required to park their vehicles in accordance with the signage of the local authority having jurisdiction.

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- Vehicles must be properly parked at job sites and parking facilities to prevent potential accidents.
- To be properly parked, a vehicle must be stopped with the doors closed, the parking brake on, and if needed, the wheels blocked.

Moving and Parking Violations

- University of Calgary staff, faculty and students are personally responsible for payment of all moving and parking violation citations incurred while on university business. This includes citations assessed for traffic camera violations.
- Fleet Operations and Risk Management staff will review moving and parking violations on a quarterly basis, and further action may be recommended as a result of these reviews.

Seat Belt Use

- Seat belts are to be used by the driver and all passengers. The number of passengers transported in any University vehicle must not exceed the available number of seat belts.

Driver Qualifications

- Only Approved Drivers who are registered with Risk Management & Insurance are permitted to drive a University owned or Rental Agency vehicle.
- To operate a University owned or Rental Agency vehicle, an employee or an applicant for employment is

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required to hold the appropriate license with less than seven demerit points and to provide proof of this on request.

- As a University approved driver, if you are involved in multiple accidents in a two year period while driving on University related business, you may be reviewed by Risk Management & Insurance. This review may include requiring you to attend a Drivers Safety course in order to continue as a Driver insured under this program.
- Remember, reporting a medical condition to the Solicitor General, Motor Vehicles Division, is your responsibility, not your doctor's.

Use of Intoxicants, Drugs and Medicines

- Federal and provincial laws governing the operation of motor vehicles on streets and highways prohibit operation while under the influence of alcohol.
- Any consumption of alcohol or illicit drugs while operating a University vehicle (including standby), or during work hours when a University vehicle may be driven, is strictly prohibited.
- If it is determined that an employee has consumed alcohol or illicit drugs, or is impaired by alcohol or illicit drugs, while operating a University vehicle, this will attract disciplinary action.
- The use of drugs for non-medical reasons is prohibited. Prescription drugs may impair your ability to function and due caution must be exercised. Alberta's maximum penalties for liquor and drug related offenses have

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increased, reflecting a serious stand against impairment and alcohol offenses.

License Classification in Alberta

- Class 1 (Professional - Any vehicle)
- Class 2 (Professional - Bus)
- Class 3 (3-axle plus)
- Class 4 (Professional - Taxi, Ambulance)
- Class 5 (2-axle - Cars, Light Trucks, Motorhomes or Mopeds)
- Class 6 (Motorcycle & Moped)
- Class 7 (Learners - 2-axel & Motorcycle & Moped)
- University vehicles may only be driven by individuals holding the appropriate license of Class 5,4,3,2 or 1.
- Individuals holding graduated Class 5 licenses are not allowed to drive under the University's program.
- No employee may drive a University vehicle in contravention of any restrictions set out on his/her Alberta Driver's License.

Air Brakes

- To obtain an air brake endorsement, you must complete an air brake training course conducted by an approved instructor. This course must also be recognized by Alberta Registries.

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Driver's License Suspension

- The driver of a University vehicle shall be personally responsible for the payment of all summonses or fines incurred while operating the vehicle.
- It is the University's practice to review all situations where an employee whose job requires operation of a vehicle has had a driving license suspension.
- Driving a University vehicle while your license is suspended may result in termination of employment.

Use of University Vehicles

- University vehicles are to be used only for University business.

Passengers

- Passengers should not be allowed in University vehicles unless they are employees or others necessary to complete the University business for which the vehicle is being operated.
- Hitchhikers must not be picked up or carried at any time.

Backing Vehicles

- The driver's first option is to select parking locations where backing will not be necessary when leaving the site. If the vehicle can be driven forward when leaving, a backing accident may be prevented.
- Before backing any vehicle, the operator must perform a complete circle check of their vehicle, ensuring there

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are no people, obstacles or obstructions with which the vehicle may come into contact when mobile.

- When backing a 1-ton or larger vehicle, all personnel, except the driver, must leave the cab before the backing operation begins.
- Helper(s) must check the rear of the vehicle and then place themselves in the proper position to enable them to signal to the driver.
- Helper(s) must position themselves not less than 6 metres in front of the vehicle, not less than 3 metres to the rear of the vehicle, and, 1 meter out from left rear of vehicle body.
- While reversing, the driver must drive at a normal walking speed not to exceed 5 kilometers per hour.
- Under all abnormal conditions, the driver must use his/her judgment, and when in doubt, stop and check. Back up only when it is safe to do so.
- Remember, backing accidents occur because the driver failed to take every precaution that a prudent driver should take, such as;
 - Failing to use available helpers;
 - Failing to check rear of vehicle before reversing;
 - Reversing when door or doors are open.

Daily checklist:

- Body damage on the vehicle.
- All head lights, tail lights and signal lights are working properly.
- Fuel level.

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- Foot brake - 1 or 2 applications will determine if the brakes are satisfactory. The pedal should not be allowed to develop excessive travel.
- Parking brake - for tightness and holding quality.
- Tires - check tire wear and tear. Report unusual tire wear immediately as this is an indication of steering misalignment or a possible defect in the steering mechanism.

Weekly checklist:

- Proper fluid levels including: engine oil, brake fluid, transmission fluid, coolant, power steering fluid, and washer fluid.
- The vehicle has a stocked first aid kit and working fire extinguisher.

General rules for the operation of vehicles & mobile equipment

- Motors on all equipment must be stopped before fueling.
- Smoking is prohibited in the area while tanks are being filled.
- Mobile devices must not be used while refueling.
- Vehicles must not be idled excessively. ([See Appendix 1.2](#))
- Designated vehicles used to transport flammable materials must be equipped with a suitable fire extinguisher.

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- Washing equipment, parts, hands or any other objects with gasoline is prohibited. Only non-explosive and non-toxic liquids may be used for cleaning purposes.
- Fuel tanks must not be overfilled.
- Suitable lettering and/or WHMIS and TDG labels must be used on all containers warning of content dangers for contaminants and flammability.
- Gasoline and alcohol must be stored only in approved containers.
- Trucks and trailers stopped on any public roadway must be protected by flares or reflectors in accordance with the legal requirements.
- All vehicles transporting dangerous goods must be properly identified in accordance with the Transportation of Dangerous Goods Control Act.
- Vehicle must be locked when unattended.
- University vehicles **MUST NOT BE DRIVEN** on university grounds unless circumstances dictate, and then only when guided by a helper.

Transportation of Workers

- When a vehicle is required to transport workers, the workers must have sufficient space for all to be seated and they must be protected from the weather.
- When workers are being transported in the body of the vehicle, isolated from the cab:
 - Proper heating and ventilation must be provided; and
 - Interior lighting must be provided.

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- When workers are being transported by vehicle, equipment or material must not be carried in the same compartment as the workers, unless the equipment or material is so placed or secured that it could not injure the workers.
- Workers must not board or leave a vehicle while the vehicle is in motion.

Securing Loads

- Every driver must be certain the load is firmly secured.
- All objects which extend beyond the normal bed of a vehicle must be properly flagged during daylight hours, and must display red lights after dark.
- When hauling loose articles which may blow or otherwise fall off, the vehicle must be covered by a tarpaulin.

Explosives

- No explosives or dangerous goods may be transported in the driver's compartment of a vehicle.
- All drivers transporting explosives or dangerous goods must be trained in the Transportation of Hazardous Goods regulations.
- If you would like training in this regard, or have any questions or concerns with respect to the transportation of dangerous goods, please contact the Hazardous Materials Department.

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Vehicle Boosting

- The best practice is to follow the Boosting Guidelines outlined in the Operator's Manual for the vehicle. If boosting is not addressed in the Guide, follow the procedure illustrated under the vehicle's hood.

Trailers

- Drivers must be able to demonstrate that they can successfully operate/manipulate a trailer through a controlled pylon course.
- All trailers must be in good repair. The following items should be checked and are the responsibility of the driver towing the trailer:
- Check that all lights are in good condition and operating correctly.
- Check that brakes are operating correctly (if equipped).
- Check tire condition and pressure.
- Check to ensure hitch is properly attached and locked with auxiliary safety chains.
- Check that trailer support jack is clear of the ground.
- When disconnecting trailer from the vehicle, be sure to disconnect all electrical wire connectors.
- Trailer wheels must be blocked before being unhooked, while parked, and when being hooked up to towing vehicle.
- All trailers should be taken into the Motor Pool shop for periodic inspection and lubrication of wheel bearings, etc.

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- Ensure trailer design is adequate for loading material or equipment and that the towing vehicle is rated to tow such trailer equipment.
- When loading equipment on a trailer, ensure the vehicle is chocked and properly parked.

All-Terrain Vehicles (ATV)

- Members of the University community may be required to operate all-terrain vehicles during the course of employment or research.
- The University of Calgary will authorize persons to operate University owned, leased or rented all-terrain vehicles (ATV) when they have successfully completed an approved ATV rider course.
- ATV operators' personal protective equipment includes:
 - DOT or SNELL helmet
 - Adequate eye protection
 - Sturdy gloves
 - Sturdy boots that cover the ankle bone
 - Study jacket with long sleeves
 - Sturdy long pants

Passenger vans – Driver Requirements (Passenger vans with a seating capacity of 11 or more persons):

- Provincial and Federal national safety code legislation apply to any passenger vans with a seating capacity of 11 or more persons, which are classified as commercial vehicles.

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- The driver of a passenger van with a seating capacity of 11 or more persons that is University-owned, rented or leased and is used for University business must meet the following requirements:
 - 21 years of age or over. Possess a valid Alberta Class 4 driver's license (or equivalent license from other province or the U.S.).
 - Meet all other driver requirements.
 - Must be trained & experienced.
 - Should be well rested.
 - Limit drive time for each driver to thirteen hours per 24-hour period.
 - Limit conversations with passengers.

Passenger vans – Loading & usage requirements (Passenger vans with a seating capacity of 11 or more persons):

- Tires: Inspect the tires for tread-wear and check tire pressure before each use to ensure that it meets the manufacturer's specifications.
- Roof Racks: usage of roof racks is not allowed.
- Passenger Loading: When the van is not full, passengers should be seated in seats that are in front of the rear axle.
- Seat Belts: All occupants must wear seat belts at all times while the vehicle is moving. It is the responsibility of the driver to enforce this policy.

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Passenger vans – National Safety Code Requirements (Passenger vans with a seating capacity of 11 or more persons):

- Drivers must complete a Driver's Daily Log Book.
- Vehicle must be inspected by the operator on a daily basis prior to operation on a public roadway. The driver must complete a daily inspection report. Where no items are determined to be defective the driver can proceed to operate the vehicle. Where items have been identified that can affect the safe operation of the vehicle, repairs are to be conducted and proof of work recorded and retained by the department.

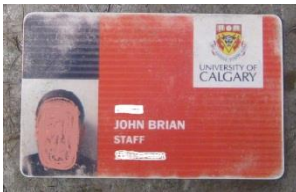
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Appendix 1.1 - Fueling System Procedures for the Physical Plant Fueling Site – located in Lot 53

1. Park unit adjacent to fuel pump



2. Note the unit odometer or hour readings
3. Shut down unit
4. Hold UCID card up to the HID sensor



5. Hold the fuel card up to the same HID sensor (stored in vehicle)



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6. Enter the odometer or hour reading on the key pad and hit enter
7. Enter pump selection, 1 or 2, and hit enter (they are the same fuel)
8. Remove fuel cap from vehicle unit
9. Remove nozzle from pump
10. Lift nozzle saddle to engage the pump
11. Begin fueling vehicle
12. Return nozzle to pump and replace fuel cap on vehicle unit

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Appendix 1.2 - Idle Free U of C Program

When vehicles are left running while parked, they produce emissions that contribute to air pollution and climate change, affecting our health and the environment. In support of the University of Calgary's commitment to the University and College Presidents' Climate Change Statement of Action for Canada and the University of Calgary Sustainability Policy¹, an **Idle Free U of C** program has been initiated at the University of Calgary. The program is overseen by Parking Services, Facilities Management and Supply Chain Management.

Attention: Managers & Supervisors

Please ensure that all University Approved Drivers in your departments are aware of this memo.

Did you know that?

- Idling for longer than 10 seconds uses more fuel than turning your engine off and restarting it again?
- Idling is NOT an effective means of warming up your vehicle in the winter?

An Idle free U of C Infraction will prohibit the idling of fleet, commercial and personal vehicles throughout the campus property as follows:

1. No person shall leave any vehicle idling for more than **three (3) minutes** when ambient temperature is equal to or greater than **-10 C**, except in the following instances:
 - a. Motors used to run refrigeration units to permit uninterrupted refrigeration;

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- b. A fleet vehicle if necessary for the repair of that vehicle;
 - c. Fleet vehicles that must be kept idling in order to operate, install, maintain or repair equipment or infrastructure; and,
 - d. Any situation in which the health or safety of a driver, passenger or animal requires the idling of the vehicle.
2. No person shall leave a vehicle unattended while that vehicle is idling.
3. Standard operating procedures for fleet vehicles must adhere to the above at a minimum. Departments are encouraged to go above and beyond these criteria.
4. Competitive bid documentation, where appropriate, will include this information. Suppliers will be encouraged to exceed these criteria whenever possible.
5. A “No Idling” infraction has been approved by the Board of Governors - 15.20 Failure to comply with “No Idling” signage or program.
6. All funds generated by the infraction will be used to support sustainable transportation initiatives on campus (e.g. bike parking infrastructure).